

Widener University Delaware Law School

Registrar's Office

Request Form for Students/Alumni

Student Name (print): _____ Former/Maiden Name: _____

Student ID# or last 4 digits of SSN: _____ Daytime Telephone: () _____

Academic Program: ___ Juris Doctor ___ LLM ___ Bridge ___ MJ ___ DL ___ SJD ___ No Degree ___ LEI

Currently Enrolled (circle): YES or NO Graduation Date or Anticipated Graduation Date: _____

Letter Processing: ___ Process now
 ___ Hold for current term grade release
 ___ Hold for degree notation

Reason for Request: ___ Career Development Event ___ Clerkship/Externship ___ Employment
 ___ Graduate/Professional School ___ Personal Records/Other ___ Transfer

To help us understand the needs of our students, please let us know why you are interested in transferring to another law school.

Letter Request:

___ Enrollment Verification
___ Letter of Academic Standing
___ Letter of Good Standing with Class Rank

Address letter to: ___ "To Whom It May Concern"
 ___ Other: _____

Other specifics to include in letter:

Other Requests:

___ Copy of Course Schedule - Indicate term: _____
___ Grade Report - Indicate term: _____
___ LSAC Report [top page only; includes LSAT score(s)]
___ Widener University Law School Application (includes addendums to original application)

Method to Deliver Requested Item:

___ Pick-up by student/alumnus
___ Mail requested item to: _____

Student Signature _____

Date _____

Requests are processed within 24-48 hours of receipt of the completed form. During peak periods, additional processing time may be required. Submit this form in person or by mail to the attention of the Registrar's Office to the address indicated below.

For Office Use Only: Date Received: _____ Date Processed: _____ Processed by: _____

Form revised on 9/6/2017